

SUFFOLK COUNTY PAYMENT VOUCHER

INSTRUCTIONS

1. Download the fillable .pdf file by clicking on the link below
http://suffolkcountyny.gov/Portals/0/purchasing/PDF/PAYMENT_VOUCHER.pdf
2. Complete only the shaded areas on the form by entering:
 - a. Tax ID number
 - b. Vendor Name and Mailing Address
 - c. Vendor Remittance Address (if different)
 - d. Vendor Invoice No
 - e. Vendor Invoice Amount

Up to six invoices can be entered on one form. Additional invoices must be entered on separate lines.

3. Print the completed form
4. A physical signature is required. The form must be signed in the bottom right corner.
5. The form should be mailed to the "BILL TO" address on the Purchase Order unless otherwise instructed by the issuing Department.